

## ***Services/Activities Inventory***

Department: Circuit Court Clerk's Office

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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1. Manage all civil and criminal cases which are brought before the circuit court
2. Provide assistance to judges in the performance of their judicial functions
3. File and record all appropriate real estate and personal property documents including deeds, deeds of trust, surveys, financing statements and judgments
4. Issue marriage licenses and concealed handgun permits
5. Process adoptions, divorces and name changes
6. Maintain court records and certain specific county records
7. Make available for inspection and reproduction all such public documents